



**Open Range**  
SOFTWARE

## **CTS Main Menu**

### **Navigation**

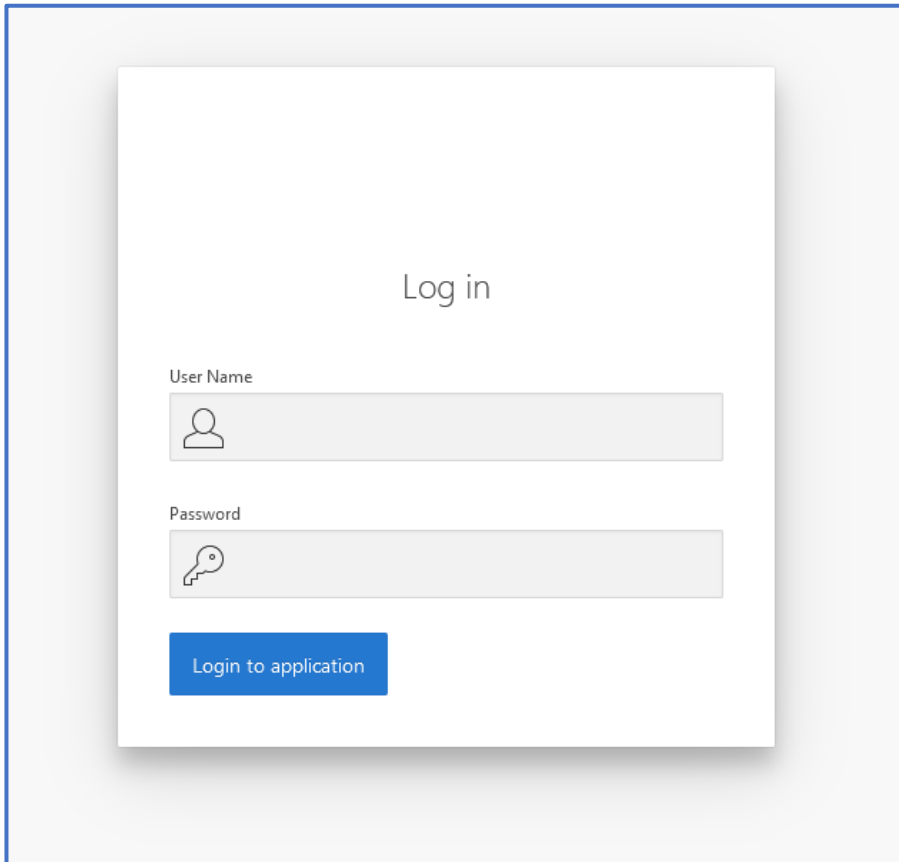
**Last Edited: 15 September 2022**

## Table of Contents

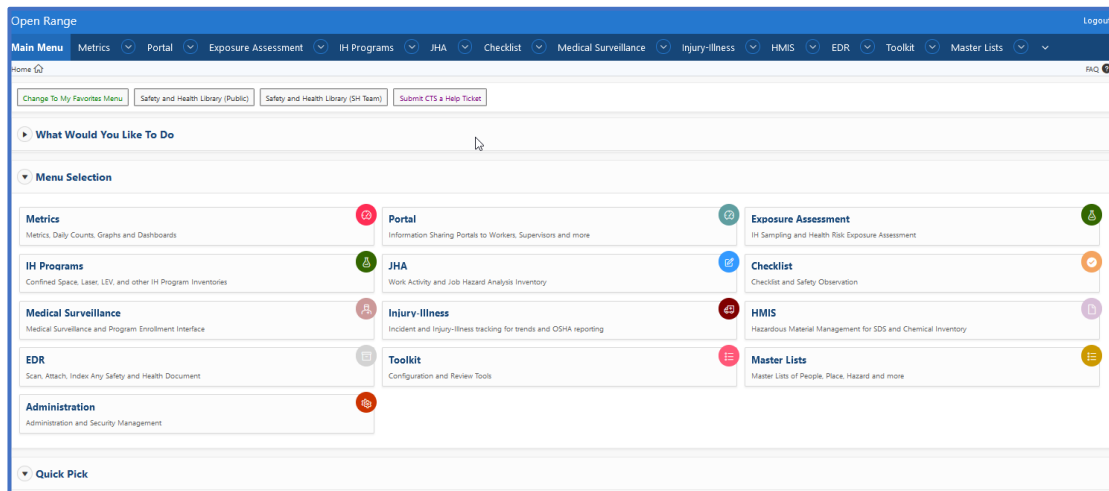
|  |          |
|--|----------|
| <b>CTS Main Menu .....</b>               | <b>3</b> |
| Specialty Buttons.....                   | 4        |
| Change To My Favorites Menu.....         | 4        |
| Safety and Health Library (Public) ..... | 6        |
| Safety and Health Library (SH Team)..... | 7        |
| Submit CTS a Help Ticket .....           | 8        |
| Metrics.....                             | 11       |
| Portal.....                              | 12       |
| Exposure Assessment.....                 | 14       |
| IH Programs .....                        | 16       |
| JHA .....                                | 18       |
| Checklist.....                           | 19       |
| Medical Surveillance.....                | 20       |
| Injury-Illness .....                     | 21       |
| HMIS .....                               | 23       |
| EDR.....                                 | 24       |
| Toolkit.....                             | 25       |
| Master Lists .....                       | 27       |
| Administration.....                      | 28       |
| Quick Pick .....                         | 29       |
| FAQ.....                                 | 30       |
| Expand/Collapse .....                    | 32       |

# CTS Main Menu


Log in to the CTS Application. Enter your username and password.

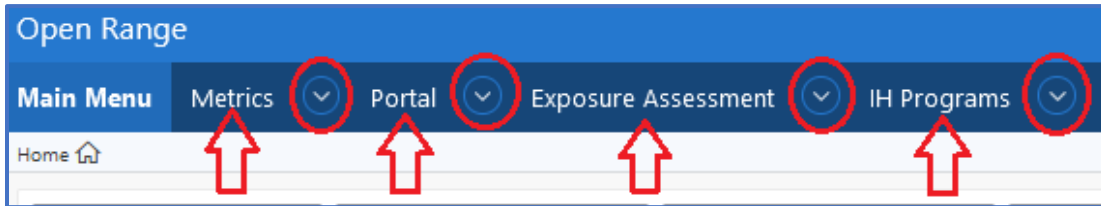


The first screen accessed after login is the CTS Main Menu. This menu provides user-friendly access to the CTS modules.

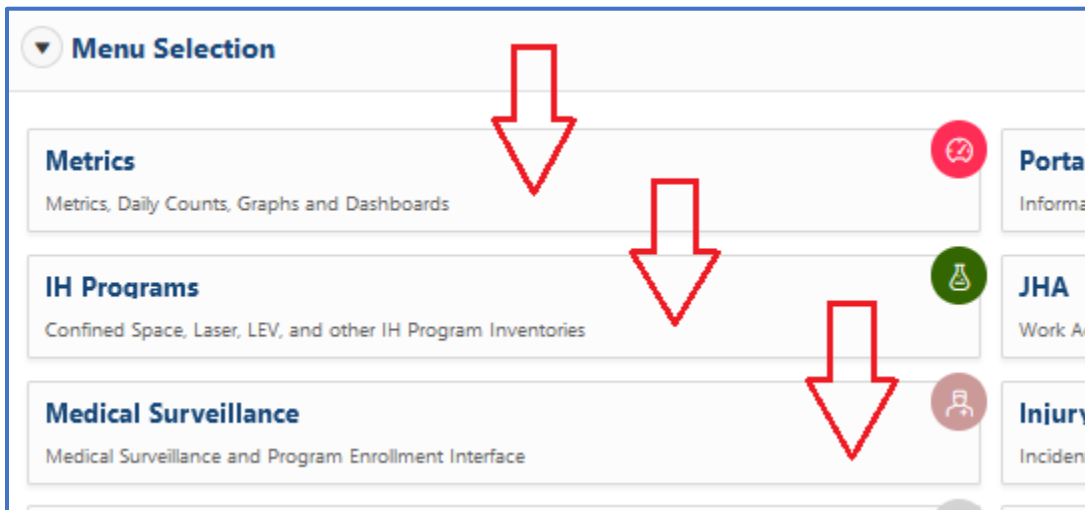


There are two ways to navigate through the CTS modules.

Firstly, the top menu bar displays the CTS modules in a tabular formation. Clicking any of these tabs will bring up the window giving you access to the various sections of the module. The  button allows user access to additional features of the program.

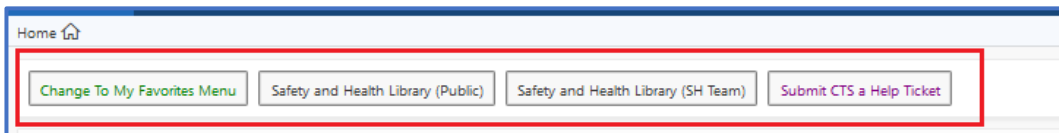


Secondly, a user can click feature buttons on the page body to access each module.



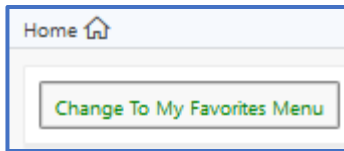
## Specialty Buttons

Below the Home button, there is a toolbar with specialty buttons. These are shortcuts meant to save a user time on repetitive navigation maneuvers.

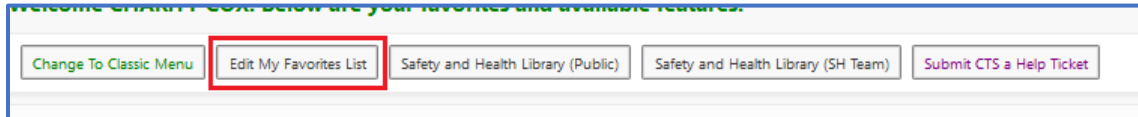


## Change To My Favorites Menu

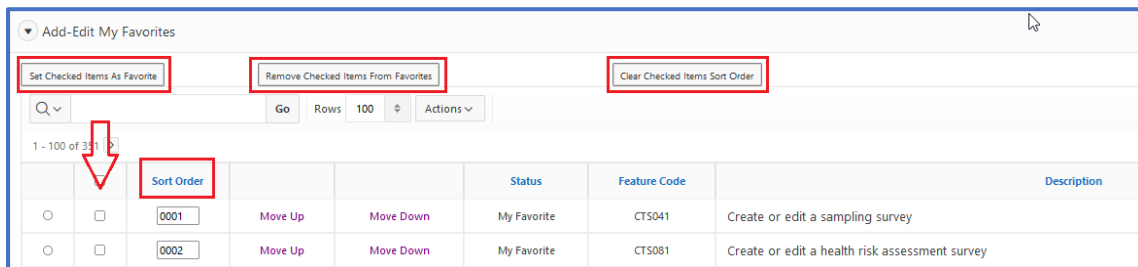
Clicking this button changes the look of the main screen, allowing a user customization to better suit their needs.



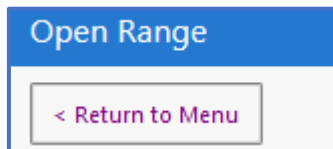
Notice the **Edit My Favorites List** button. Click this button to select which modules to add to the *My Favorites* list.



Click checkbox(es) to select item(s). Click buttons to set/remove items from favorites or clear sort order.



When finished editing, click **< Return to Menu** button.



**My Favorites** and **All My Features** (recently accessed) are displayed onscreen.

My Favorites

Q [ ] Go Rows All 0 Actions [v]

| Click on Choice  | Feature | Menu                |
|--|---------|---------------------|
| Create or edit a sampling survey                                 | CTS041  | Exposure Assessment |
| Create or edit a health risk assessment survey                   | CTS081  | Exposure Assessment |
| Create a worker notification report for personal sampling        | CTS050  | Exposure Assessment |
| Peer review a sampling survey                                    | CTS052  | Exposure Assessment |
| Peer review a health risk assessment survey                      | CTS094  | Exposure Assessment |
| Generate an HRA export for review, sorting and download          | CTS118  | Exposure Assessment |
| Generate a sample result export for review, sorting and download | CTS121  | Exposure Assessment |
| Create or edit a new person in the master personnel list         | CTS403  | Master Lists        |
| Review and reset application features menu descriptions          | CTS478  | Administration      |
| Add or update the features by individual users                   | CTS481  | Administration      |
| Review or adjust system configuration settings                   | CTS484  | Administration      |
| Create or update a role and assign a user list                   | CTS499  | Administration      |
| Enter a safety inspection checklist for a project or task        | CTS598  | Portal              |

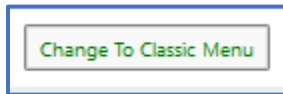
All My Features

Q [ ] Go Rows 15 0 Actions [v]

1 - 15 of 351 [x]

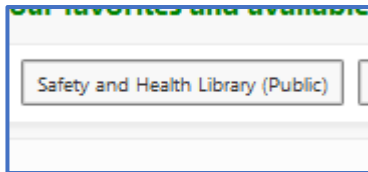
| Last Use or Assign Date [f] | Click on Choice                                   | Feature | Menu                |
|-----------------------------|---|---------|---------------------|
| 12-SEP-2022 08:27:53 PM     | Create or edit a health risk assessment survey    | CTS081  | Exposure Assessment |
| 29-AUG-2022 10:22:38 PM     | View application error log and view table data    | CTS434  | Toolkit             |
| 25-AUG-2022 09:50:02 PM     | Add or edit IH equipment for calibration tracking | CTS523  | IH Programs         |

A user can switch back to the classic menu by clicking the **Change To Classic Menu** button.



### Safety and Health Library (Public)

Click **Safety and Health Library (Public)** button to quickly access **CTS780** notifications, messages, reference documents, links, and attachments.



CTSPORTAL /  
 CTS780: Safety and Health Library and Messages (Public)

**Notifications and Messages**

Q  Go

Rows 100  ▾

1 - 1 of 1

| Start Date  | End Date |                        | Safety and Health Message | Web URL |
|-------------|----------|------------------------|---------------------------|---------|
| 29-MAR-2022 | -        | <a href="#">Report</a> | Safety and Health Message | -       |

1 - 1 of 1

**Reference Documents, Links and Attachments**

Q  Go

Rows 100  ▾

1 - 1 of 1

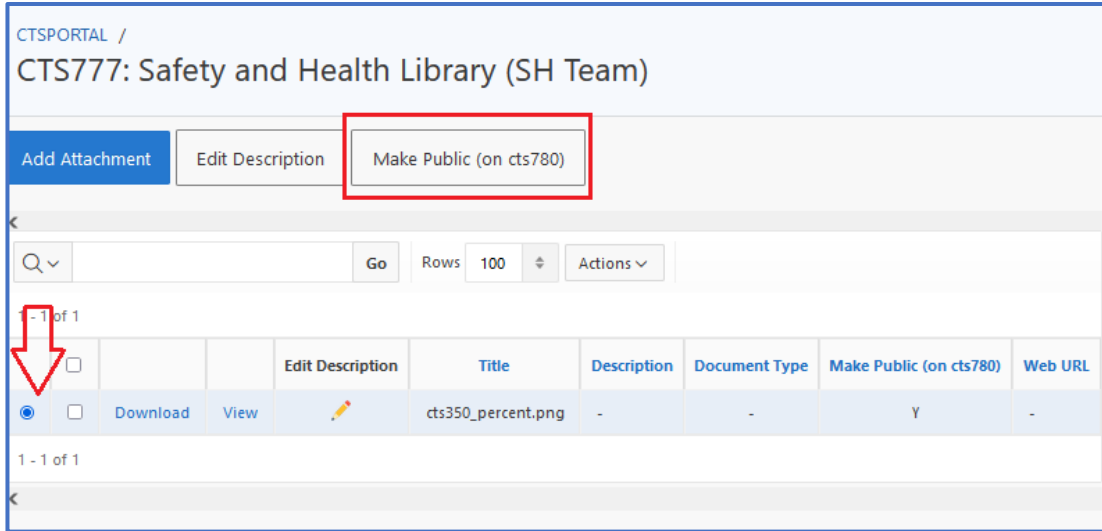
|                          | Title              | Description | Document Type | Web URL |                      |
|--------------------------|--------------------|-------------|---------------|---------|----------------------|
| <a href="#">Download</a> | cts350_percent.png | -           | -             | -       | <a href="#">View</a> |

1 - 1 of 1

### Safety and Health Library (SH Team)

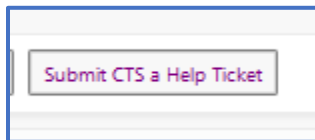
If a user has access, they can click **Safety and Health Library (SH Team)** button to add attachments. This button is a shortcut to **CTS777: Safety and Health Library (SH Team)**.

By clicking an item’s radio button, then clicking **Make Public (on CTS780)** button, attachments are added to the public Safety and Health Library. On this screen, a user also has capabilities to edit a file’s description, download or view a file.



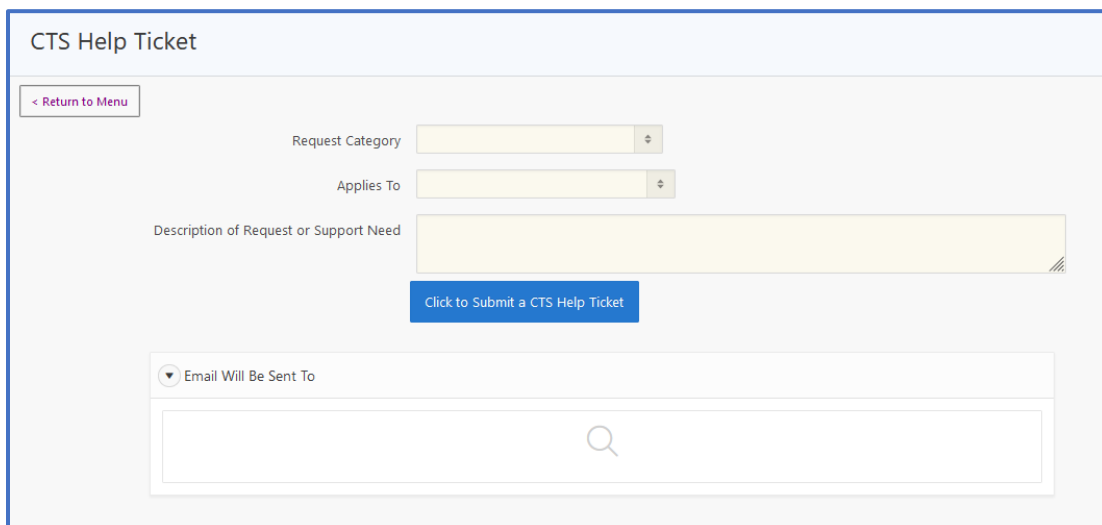
### Submit CTS a Help Ticket

Clicking **Submit CTS a Help Ticket** button brings up the *CTS Help Ticket* screen.



Select *Request Category* and *Applies To* options. Enter a *Description of Request or Support Need*, being as thorough as possible.

Click the **Click to Submit a CTS Help Ticket** button.





### Request Category

A screenshot of a web form showing a dropdown menu for 'Request Category'. The menu is open, displaying five options: 'REQUEST ACCESS TO FEATURE', 'FEATURE FUNCTION ISSUE', 'NEED HELP/TRAINING', 'REQUEST NEW FUNCTIONALITY', and 'OTHER'. The 'REQUEST NEW FUNCTIONALITY' option is highlighted with a blue bar on the left. The background shows the 'Request Category' label and a portion of the 'Applies To' dropdown.

### Applies To

A screenshot of a web form showing a dropdown menu for 'Applies To'. The menu is open, displaying ten options: 'INDUSTRIAL HYGIENE (IH)', 'SAFETY CHECKLISTS', 'SUPERVISOR PORTAL', 'PROGRAM ENROLLMENT (SPEAR)', 'JOB HAZARD ANALYSIS (JHA)', 'CHEMICAL INVENTORY/SDS', 'INJURY/ILLNESS INCIDENT', 'EMPLOYEE TEAM CHECKLIST', and 'OTHER'. The 'SUPERVISOR PORTAL' option is highlighted with a blue bar on the left. The background shows the 'Applies To' label, a portion of the 'Request Category' dropdown, and the 'Description of Request or Support Need' label. Below the dropdown, there is a section for 'Email Will Be Sent To' with a dropdown arrow and an empty text input field.

Once submitted, help ticket requests are logged below the submission area.

Help Tickets You Have Submitted

Attachments Delete

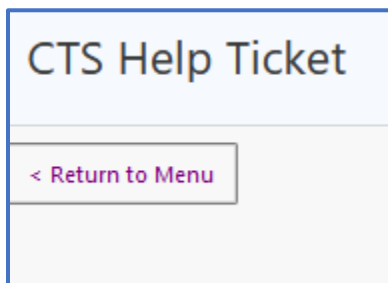
Q  Go Actions

1 - 1 of 1

|                                  | Edit | Ticket ID | Open Date | Submitted By | Description of Request or Support Need | Status     | Close Date | # Attachments |
|----------------------------------|------|-----------|-----------|--------------|--|------------|------------|---------------|
| <input checked="" type="radio"/> |      | 0000002   | 14-SEP-22 | COX, CHARITY | test                                   | IN-PROCESS | -          | 0             |

1 - 1 of 1

Once finished, click **< Return to Menu** button.



## What Would You Like To Do

This submenu contains links to frequently used modules.

Main Menu Metrics Portal Exposure Assessment IH Programs JHA Checklist Medical Surveillance Injury-Illness HIMIS

Home FAQ

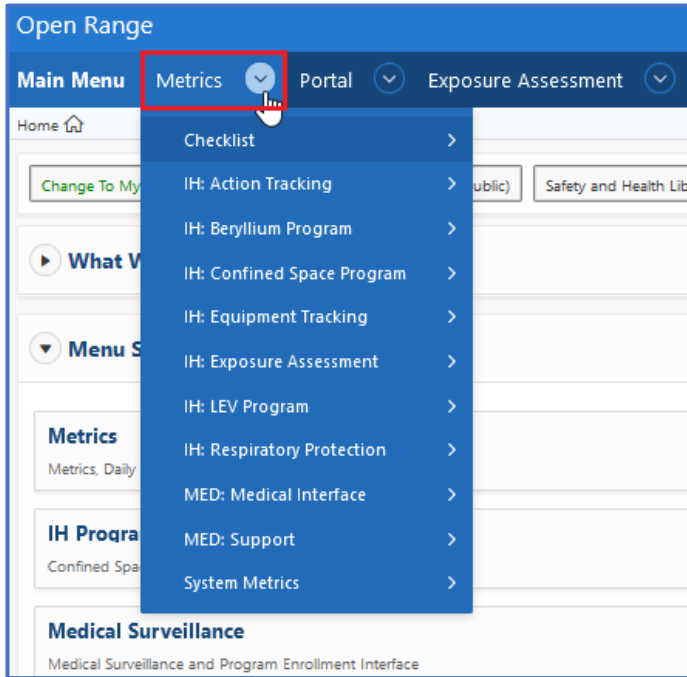
[Change To My Favorites Menu](#) [Safety and Health Library \(Public\)](#) [Safety and Health Library \(SH Team\)](#) [Submit CTS a Help Ticket](#)

**What Would You Like To Do**

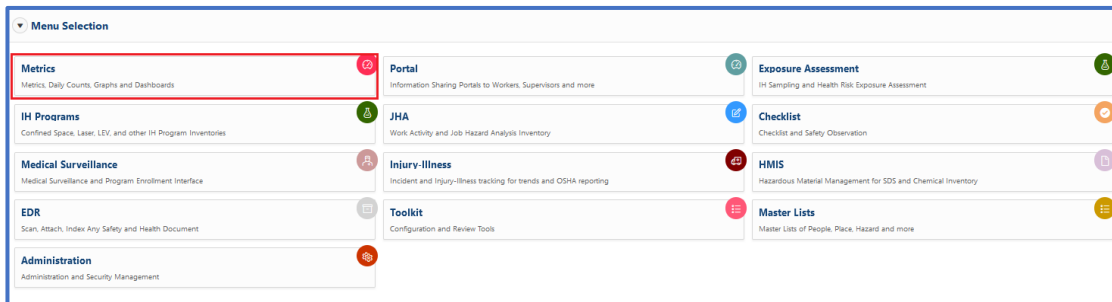
| Click on Choice  | Feature | Menu                |
|--|---------|---------------------|
| Create or edit a sampling survey   | CTS041  | Exposure Assessment |
| Create or edit an injury or illness case for the OSHA Log and incident reporting | CTS241  | Injury-Illness      |
| Create or Edit Job Hazard Analysis (JHA)   | CTS561  | Job Hazard Analysis |

# Metrics

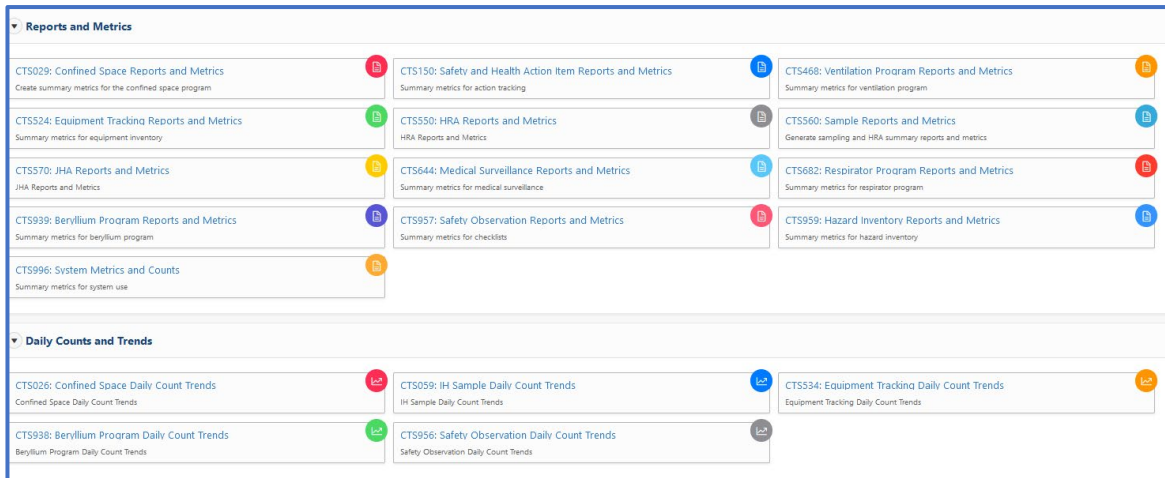
The CTS Metrics modules can be accessed by clicking on the **Metrics** tab.



Metrics can also be accessed via the **Metrics** button.

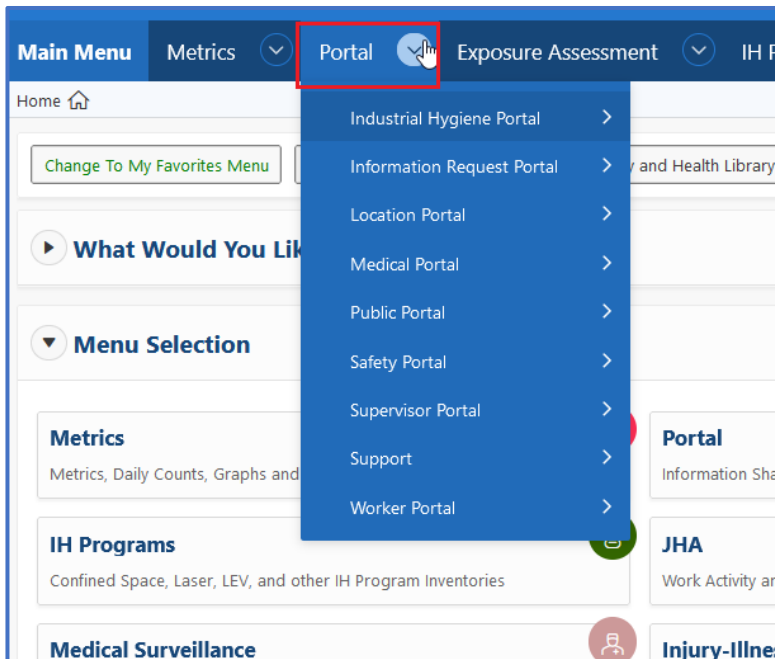


### CTS Metrics Modules

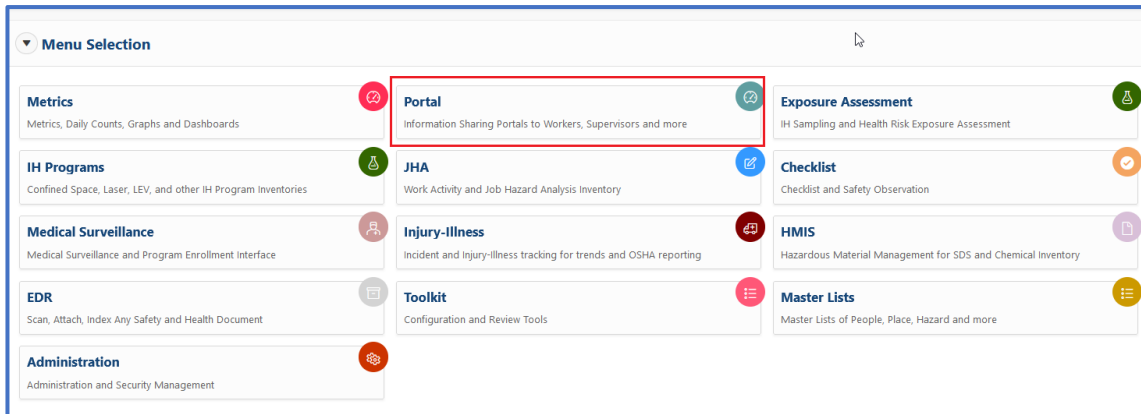


## Portal

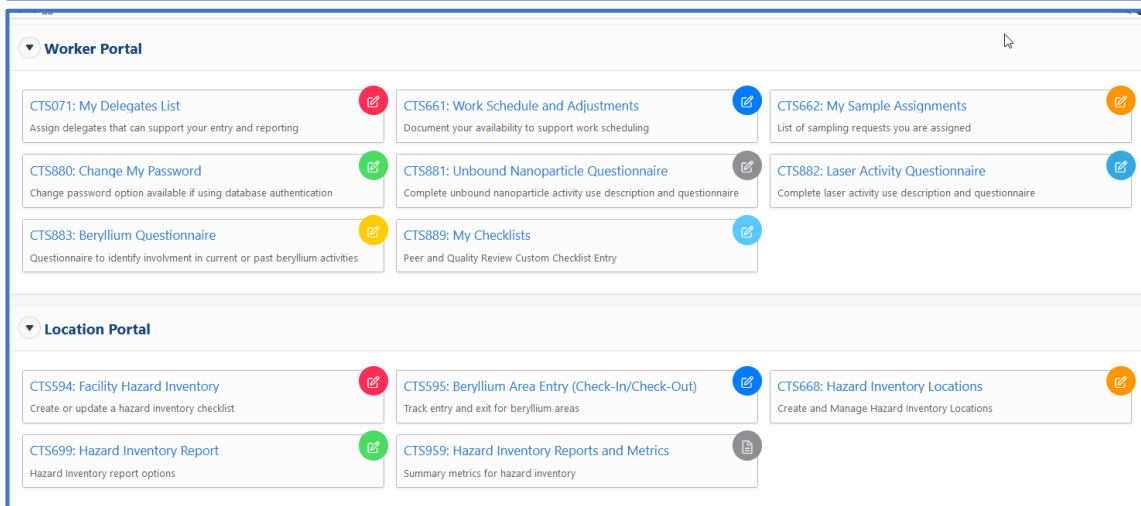
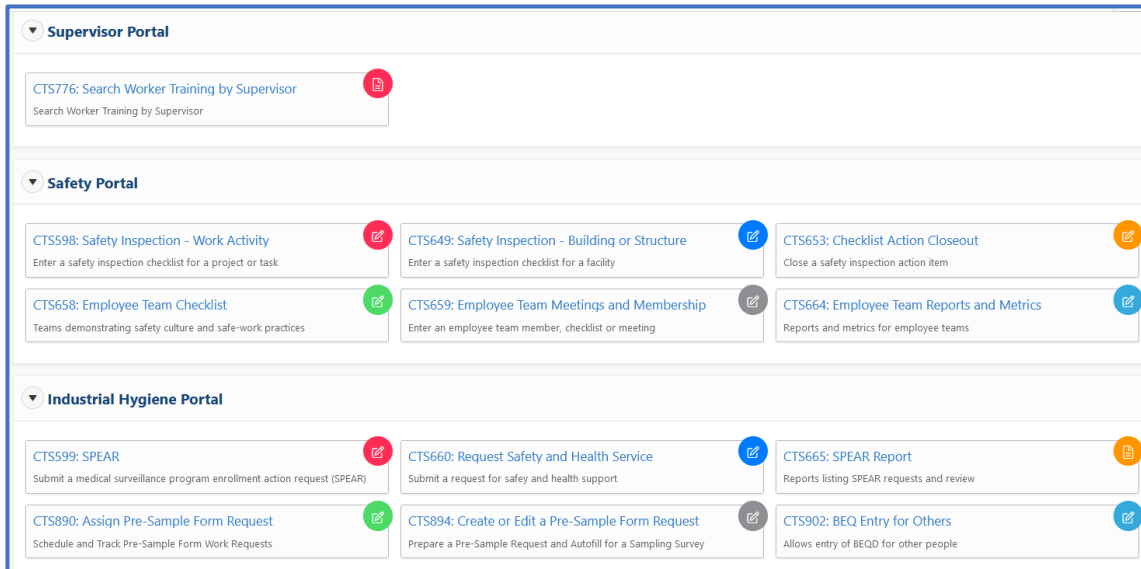
The CTS Portal modules can be accessed by clicking on the **Portal** tab.

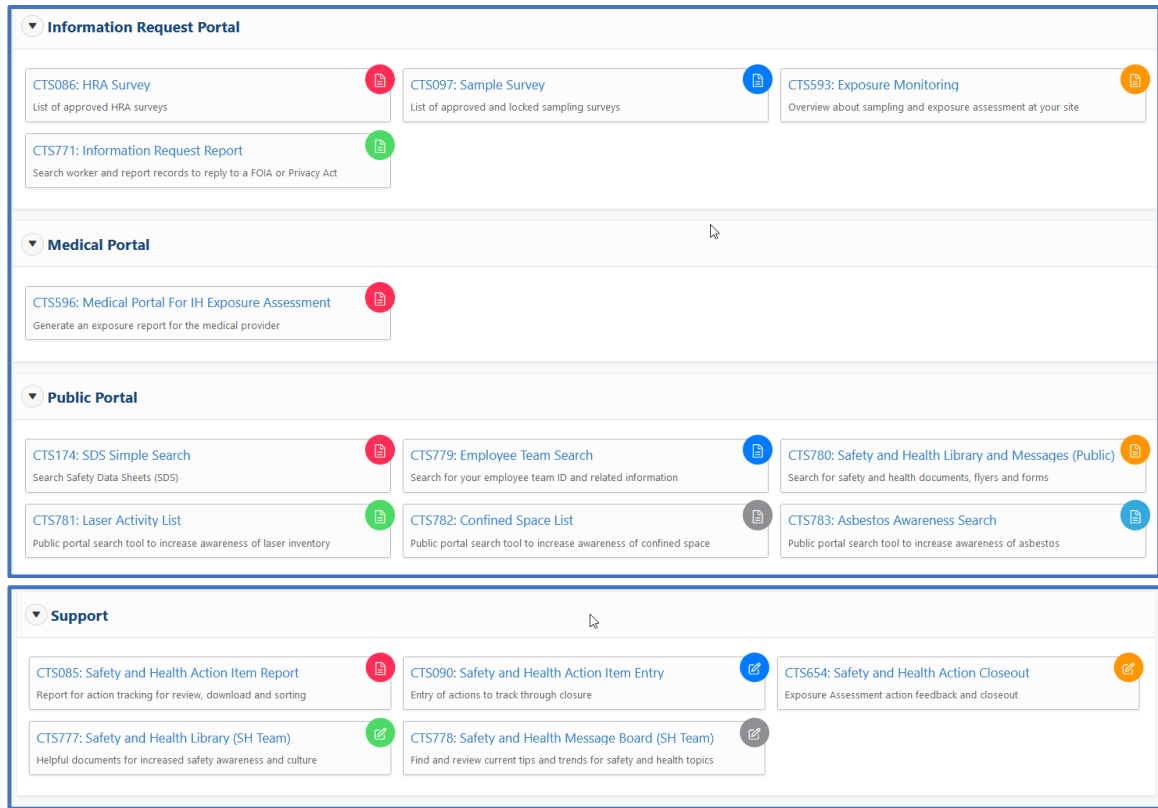


Portal can also be accessed via the **Portal** button.



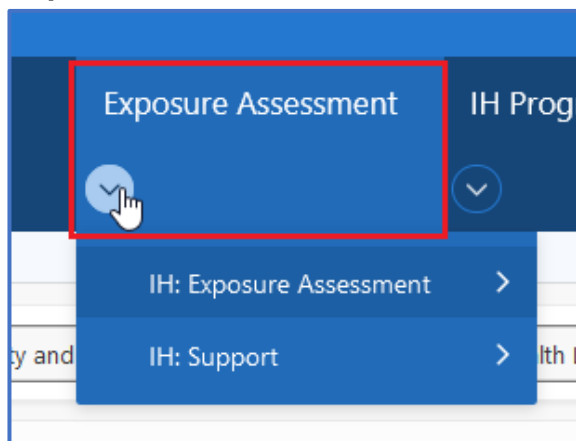
### Portal Modules



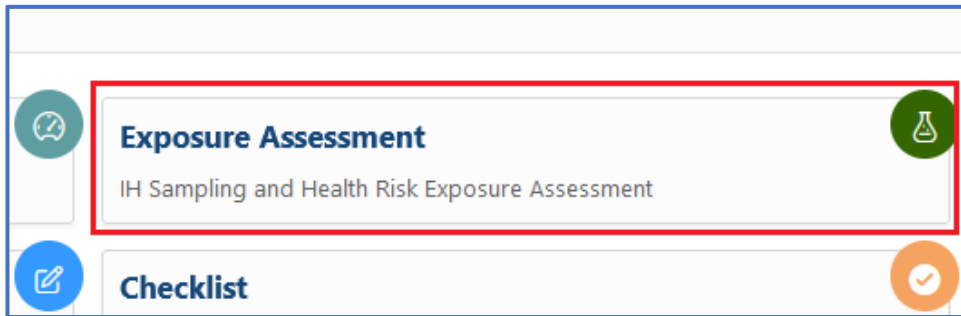


## Exposure Assessment

The CTS Exposure Assessment modules can be accessed by clicking on the **Exposure Assessment** tab.



Exposure Assessment can also be accessed via the **Exposure Assessment** button.



### Exposure Assessment Modules

**Sample Entry**

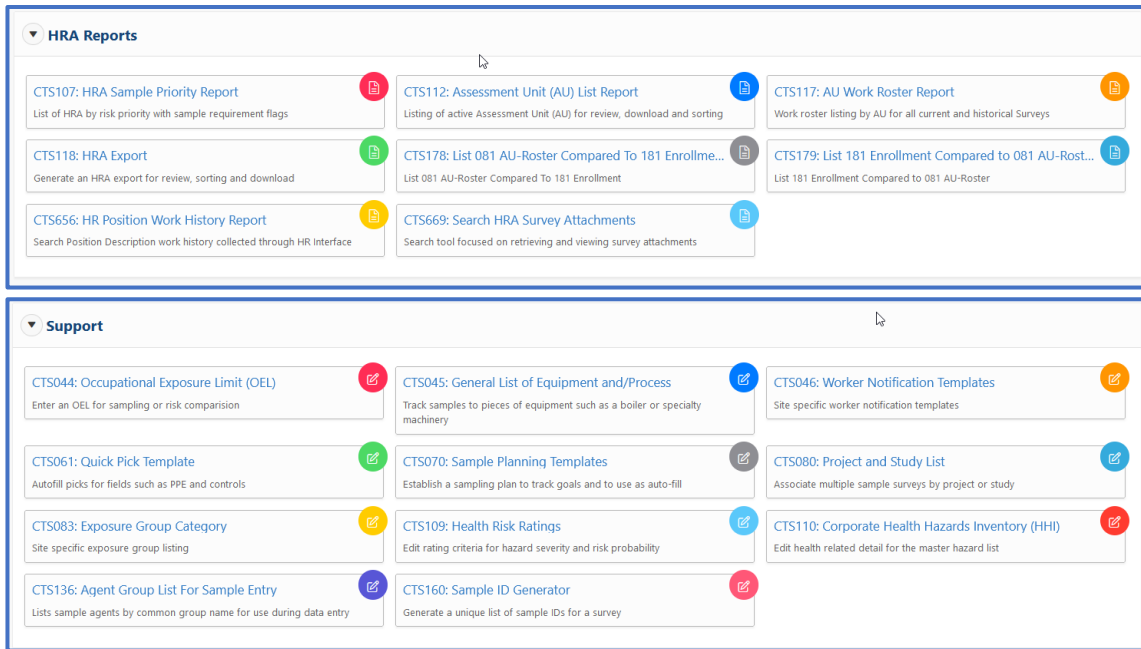
|   |  |   |
|---|--|---|
| <p><b>CTS041: Sample Survey</b><br/>Create or edit a sampling survey</p>  | <p><b>CTS042: Sample Equipment and Calibration Detail</b><br/>Enter equipment and calibration detail for samples</p> | <p><b>CTS047: Survey and Notification Tracking</b><br/>Track sampling survey notification</p> |
| <p><b>CTS050: Worker Notification</b><br/>Create a worker notification report for personal sampling</p>                         | <p><b>CTS052: Peer Review and Lock Sample Survey</b><br/>Peer review a sampling survey</p>                           | <p><b>CTS343: UnLock Sample Survey</b><br/>Unlocks sampling surveys so they can be edited</p> |
| <p><b>CTS344: Post Approval Notes and Attachments</b><br/>Add notes and attachments to a sampling survey after it is locked</p> | <p><b>CTS345: Sample Schedule</b><br/>Schedule of sampling based on pre-sample form entry</p>                        |   |

**Sample Reports**

|  |   |   |
|--|---|---|
| <p><b>CTS056: Sample List Reports</b><br/>Reports to help understand quantity and quality of sampling data</p>                 | <p><b>CTS064: Sample Statistics</b><br/>Descriptive and other statistics on sampling results</p>                            | <p><b>CTS065: Sample Result to Current OEL Report</b><br/>Count comparison of sample results to OEL</p>     |
| <p><b>CTS101: Exposure Monitoring Summary Report</b><br/>View and report locked personal samples focused on tracking dates</p> | <p><b>CTS121: Sample Results Export</b><br/>Generate a sample result export for review, sorting and download</p>            | <p><b>CTS122: Sample Survey Export</b><br/>Generate a sample survey export review, sorting and download</p> |
| <p><b>CTS151: Data Mine Keywords In Sample Records</b><br/>Data Mine Keywords quickly to find sample records</p>               | <p><b>CTS153: Search Sample Survey Attachments</b><br/>Search tool focused on retrieving and viewing survey attachments</p> | <p><b>CTS158: Pending Notifications Report</b><br/>Simple List of Pending Worker Notifications</p>          |
| <p><b>CTS159: TWA Export Personal Samples</b><br/>Export of unique personal TWA samples based on date, person, agent, unit</p> | <p><b>CTS560: Sample Reports and Metrics</b><br/>Generate sampling and HRA summary reports and metrics</p>                  |   |

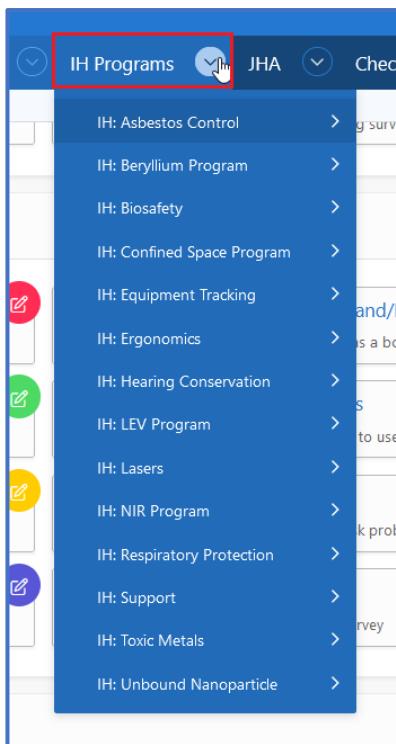
**Health Risk Assessment (HRA) Entry**

|  |   |   |
|--|---|---|
| <p><b>CTS068: HRA Sample Status</b><br/>Track and complete sampling for HRA</p>  | <p><b>CTS081: AU-Health Risk Assessment Survey</b><br/>Create or edit a health risk assessment survey</p> | <p><b>CTS084: Survey And Notification and Tracking</b><br/>List of HRA survey and ability to change dates</p> |
| <p><b>CTS094: Peer Review and Lock HRA Survey</b><br/>Peer review a health risk assessment survey</p>                        | <p><b>CTS108: Assessment Unit (AU-SEG) List</b><br/>Create an AU-SEG for exposure risk</p>                | <p><b>CTS116: Unlock or Archive HRA Survey</b><br/>Unlock (re-open) or Archive an HRA survey</p>              |
| <p><b>CTS124: Post Approval Notes and Attachments</b><br/>Add notes and attachments to an HRA survey after it is locked</p>  | <p><b>CTS152: HRA Evaluation Entry and Adjustments</b><br/>HRA Evaluation Entry and Adjustments</p>       | <p><b>CTS155: AU-HRA Survey Evaluation Schedule</b><br/>Check AU HRA Surveys Due for Reassessment</p>         |
| <p><b>CTS156: Worker Roster Entry and Adjustments</b><br/>Direct Entry of an AU Work Roster for Open or Approved Surveys</p> |   |   |



## IH Programs

The CTS IH Programs modules can be accessed by clicking on the **IH Programs** tab.





IH Programs can also be accessed via the **IH Programs** button.

**Menu Selection**

- Metrics** (Metrics, Daily Counts, Graphs and Dashboards)
- IH Programs** (Confined Space, Laser, LEV, and other IH Program Inventories) - *Highlighted*
- Medical Surveillance** (Medical Surveillance and Program Enrollment Interface)
- EDR** (Scan, Attach, Index Any Safety and Health Document)
- Administration** (Administration and Security Management)
- Portal** (Information Sharing Portals to Workers, Supervisors and more)
- JHA** (Work Activity and Job Hazard Analysis Inventory)
- Injury-Illness** (Incident and Injury-Illness tracking for trends and OSHA reporting)
- Toolkit** (Configuration and Review Tools)
- Exposure Assessment** (IH Sampling and Health Risk Exposure Assessment)
- Checklist** (Checklist and Safety Observation)
- HMIS** (Hazardous Material Management for SDS and Chemical Inventory)
- Master Lists** (Master Lists of People, Place, Hazard and more)

### IH Programs Modules

**Asbestos Program**

- CTS454: Asbestos Inspection** (Create or update an asbestos inspection survey)
- CTS470: Homogeneous Area (HA) List** (Create or update an asbestos homogeneous area)
- CTS471: Homogeneous Area Sample Report** (Listing of sample results linked to a homogeneous area)
- CTS472: Asbestos Abatement Activity** (Enter an asbestos abatement work activity for a homogeneous area)
- CTS473: Inspection Schedule** (Calendar for re-inspections and program contacts)
- CTS474: Inspection History** (Report of inspections for searching and export)
- CTS475: Asbestos Determination by Location** (Facility report for asbestos determination)
- CTS692: Asbestos Abatement Schedule** (Review a calendar display of asbestos abatement jobs)
- CTS783: Asbestos Awareness Search** (Public portal search tool to increase awareness of asbestos)

**Beryllium Program**

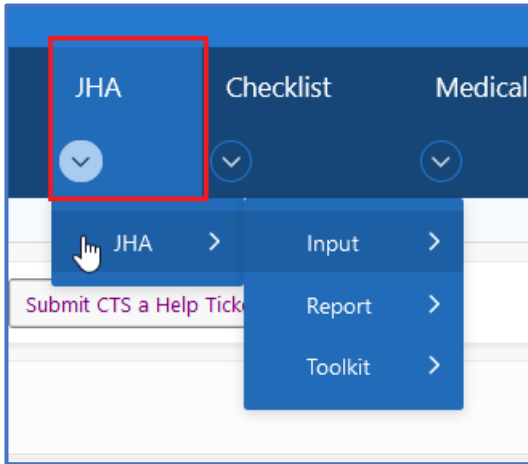
- CTS909: Beryllium Area Inventory** (Create or edit a beryllium area)
- CTS910: Beryllium Area Entry Tracking** (Track task and entry into and out of a beryllium area)
- CTS911: Beryllium Work Plan (BWP)** (Enter a Beryllium Work Plan for hazard control)
- CTS913: Review and Approval for BWP** (Peer review and participant approval screen for a completed BWP)
- CTS914: Elevated Beryllium Wipe Sample Disposition** (Notification and follow-up process for high wipe sample results)
- CTS915: Beryllium Hazard Assessments (BHA)** (Enter a Beryllium Hazard Assessment (BHA) for hazard identification)
- CTS921: Beryllium Inventory Report** (Listing of current beryllium areas for review, download and sorting)
- CTS922: Beryllium Work Plan (BWP) Report** (Listing of current BWP for review, download and sorting)
- CTS923: BWP Sample Requirement Report** (Listing of active BWP task sample requirements)
- CTS939: Beryllium Program Reports and Metrics** (Summary metrics for beryllium program)

**BioSafety Program**

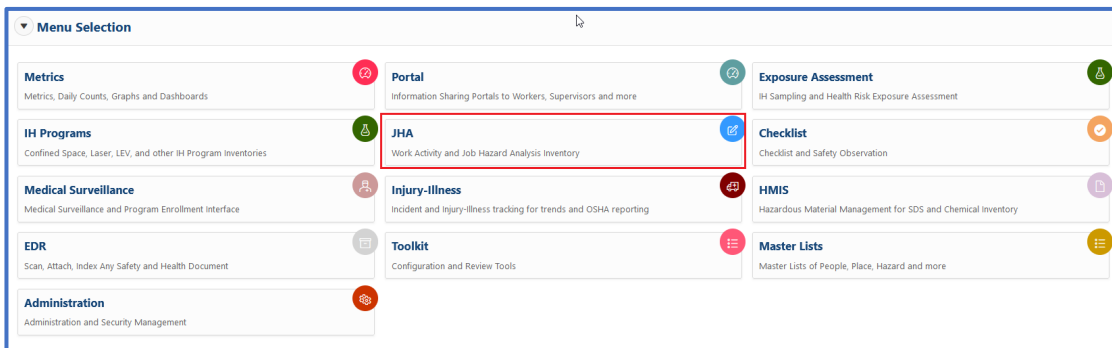
- CTS460: Biosafety Activity Inventory** (Biosafety Activity Inventory)

# JHA

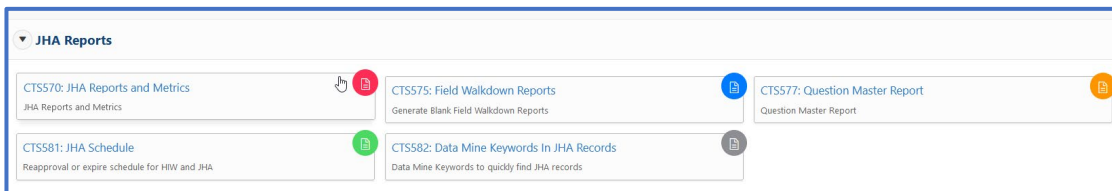
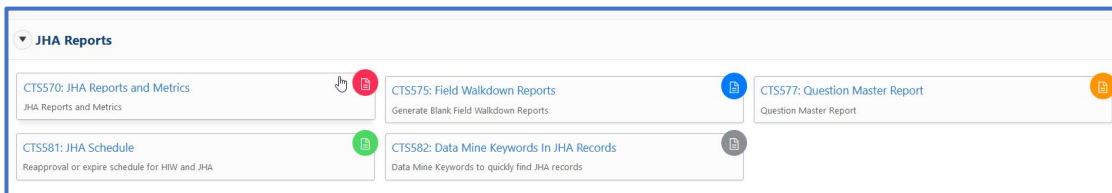
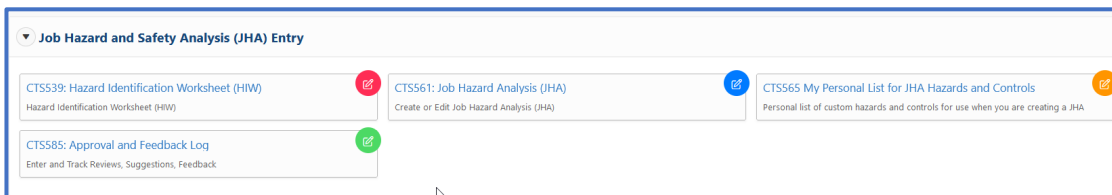
The CTS JHA modules can be accessed by clicking on the **JHA** tab.



JHA can also be accessed via the **JHA** button.

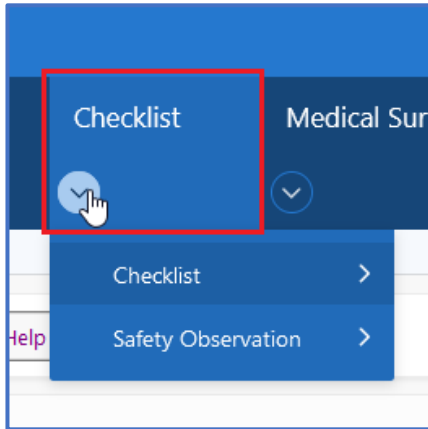


## JHA Modules

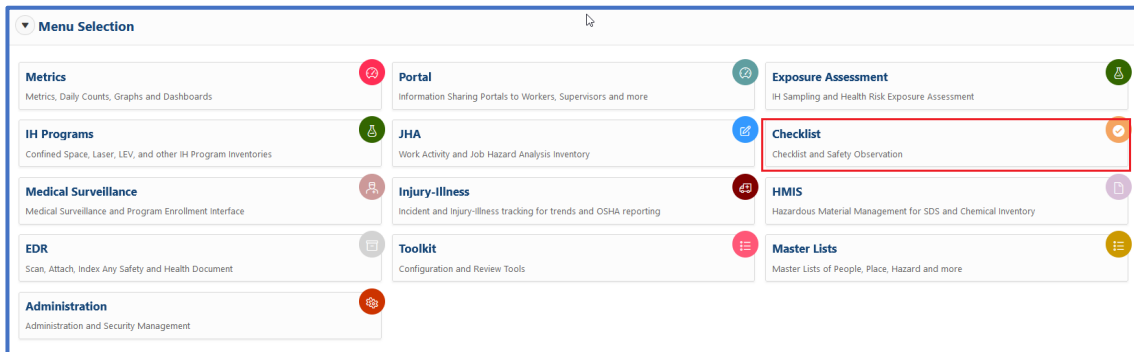


# Checklist

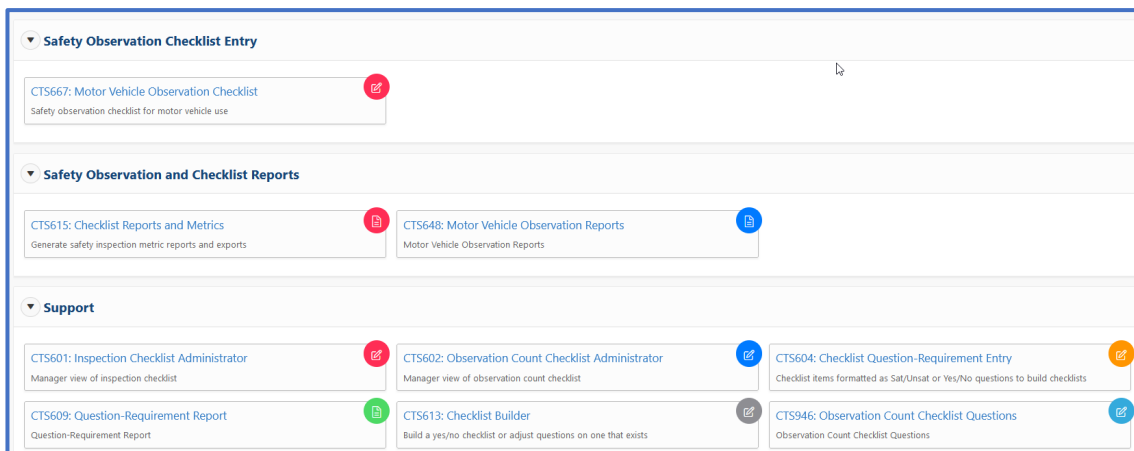
The CTS CHECKLIST modules can be accessed by clicking on the **CHECKLIST** tab.



CHECKLIST can also be accessed via the **CHECKLIST** button.

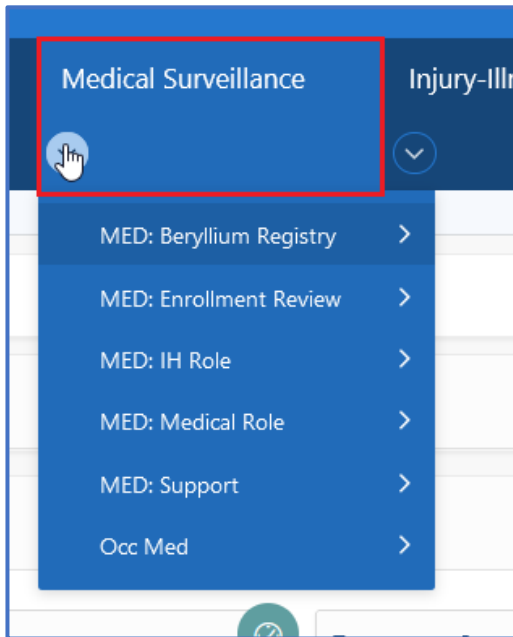


## CHECKLIST Modules

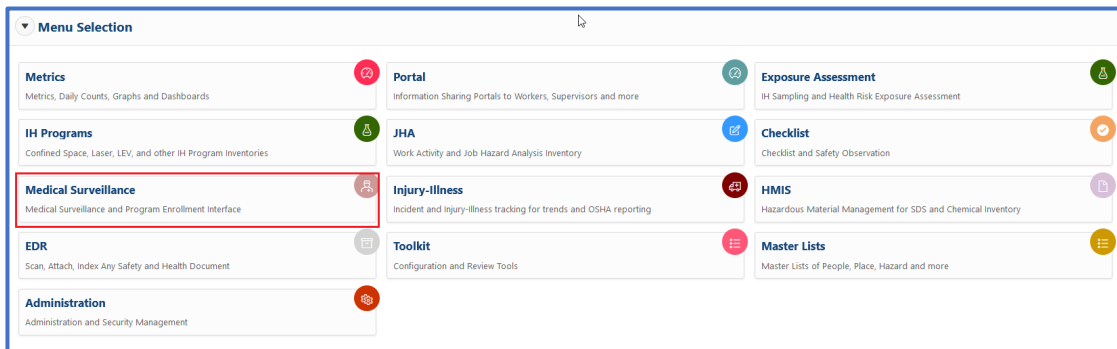


# Medical Surveillance

The CTS MEDICAL SURVEILLANCE modules can be accessed by clicking on the **MEDICAL SURVEILLANCE** tab.



MEDICAL SURVEILLANCE can also be accessed via the **MEDICAL SURVEILLANCE** button.



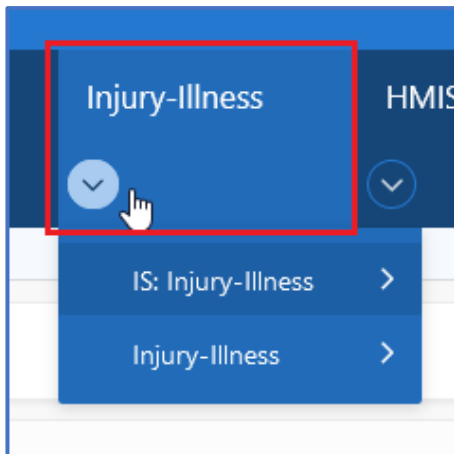
## MEDICAL SURVEILLANCE Modules

The screenshot displays a dashboard for Medical Surveillance Modules, organized into several categories:

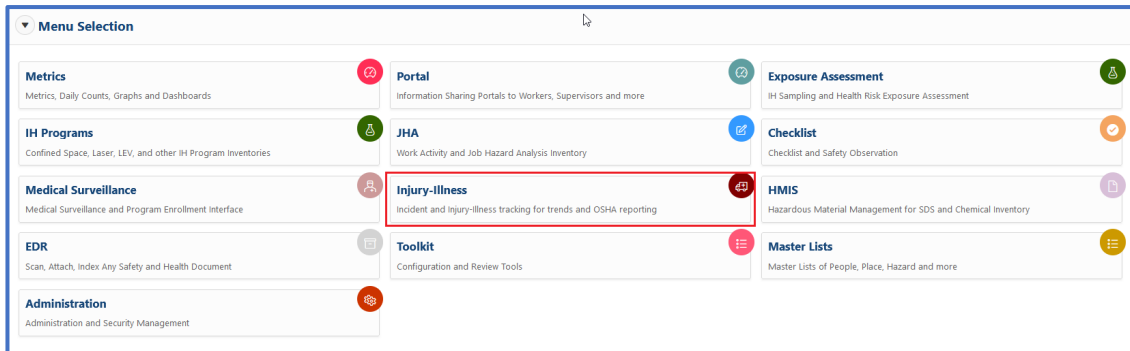
- Industrial Hygiene (IH) Role**
  - CTS181: Medical Enrollment (IH List) - Add or remove workers from medical surveillance
  - CTS641: IH Decision Queue for Medical to IH GAP - IH queue to resolve GAP between the IH list and MED list
  - CTS643: Log of Changes to IH List and Requests To Medical - Log of changes to the IH enrollment list, and change requests to medical through CTS640
- Medical Role (Review of IH Request)**
  - CTS640: Medical Decision Queue for Add/Remove Requests - Medical queue for accepting or rejecting enrollment change requests
  - CTS642: Log of Medical Queue Decisions - Log of Medical Accept or Reject decisions on CTS640
- Enrollment Reports and Beryllium Registry**
  - CTS178: List 081 AU-Roster Compared To 181 Enrollment - List 081 AU-Roster Compared To 181 Enrollment
  - CTS179: List 181 Enrollment Compared to 081 AU-Roster - List 181 Enrollment Compared to 081 AU-Roster
  - CTS350: Beryllium Registry and Work History Export - Generate the DOE Beryllium Registry Export
  - CTS644: Medical Surveillance Reports and Metrics - Summary metrics for medical surveillance
- Occupational Medical Questionnaire and Records**
  - CTS194: Occ-Med Pending Questionnaire Review - Review worker questionnaire for medical surveillance program enrollment
  - CTS195: Occ-Med Questionnaire and Record Entries - Create, edit or delete an occ-med record
  - CTS632: Occ-Med Questionnaire Builder - Tool to support building Occ-Med Questionnaires
  - CTS636: Questionnaire Follow up - Review questionnaire set as needing follow up
  - CTS646: Occ-Med Tableview - Occ-Med manager table view
  - CTS647: Occ-Med Program Metrics - Management metrics to measure use activity
- Support**
  - CTS021: Qualification Programs - Create or edit a medical surveillance program
  - CTS191: Medical Enrollment (IH List) Report - Report listing of workers on the IH list for medical surveillance
  - CTS406: Employee Job Task Analysis - Unique hazard listing based for a worker based on associations
  - CTS622: Review Exposure Assessment Data - IH Exposure Monitoring Results View For Medical Personnel
  - CTS623: Medical Interface List Match Status - List of people loaded by Medical Interface or 640 decisions
  - CTS626: Training-Requirement List - Entry and Edit of training requirements
  - CTS627: Training-Requirement Schedule - Training-Requirement Schedule
  - CTS629: Training-Requirement History - Training requirement completion report
  - CTS630: Training-Requirement Entry - Date a training requirement is completed
  - CTS645: Medical Surveillance Toolkit - Medical Surveillance Toolkit

## Injury-Illness

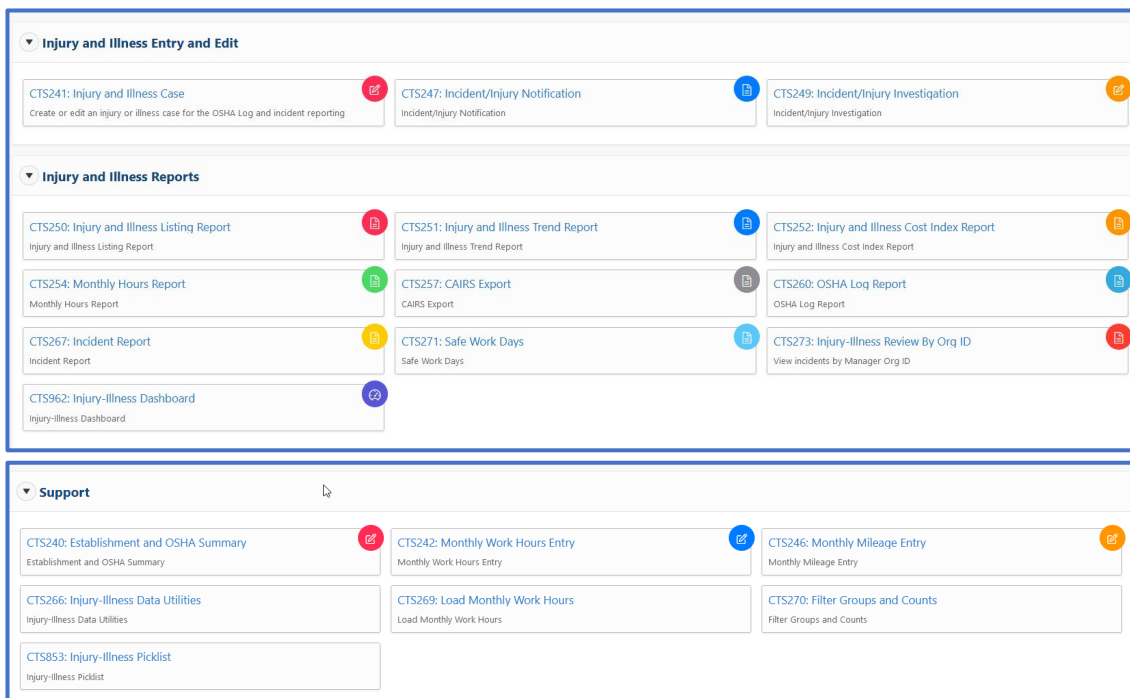
The CTS INJURY ILLNESS modules can be accessed by clicking on the **INJURY ILLNESS** tab.



INJURY ILLNESS can also be accessed via the **INJURY ILLNESS** button.

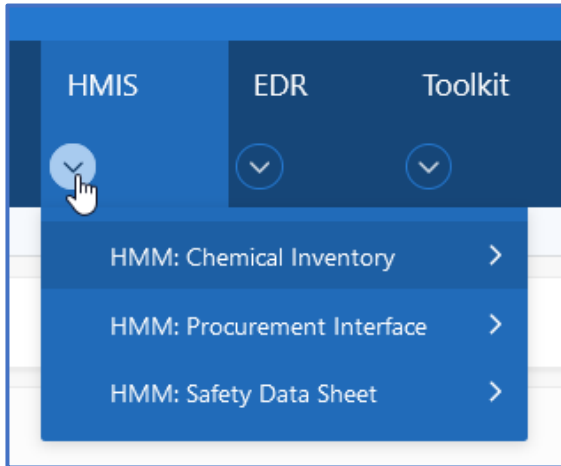


### INJURY ILLNESS Modules

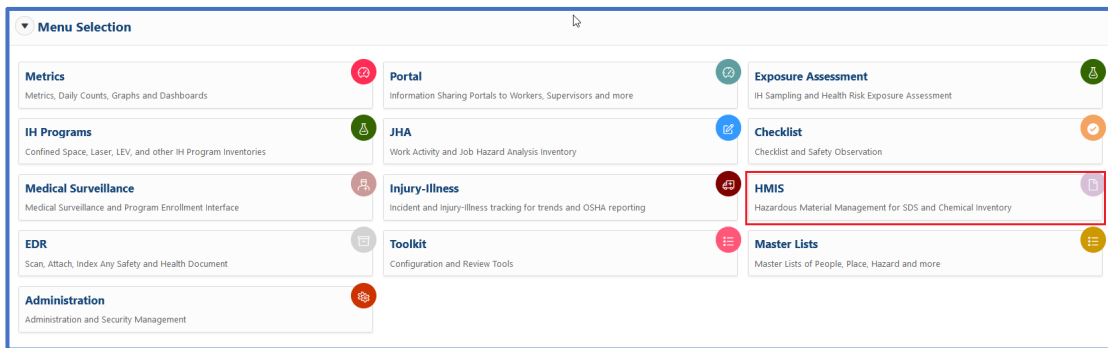


# HMIS

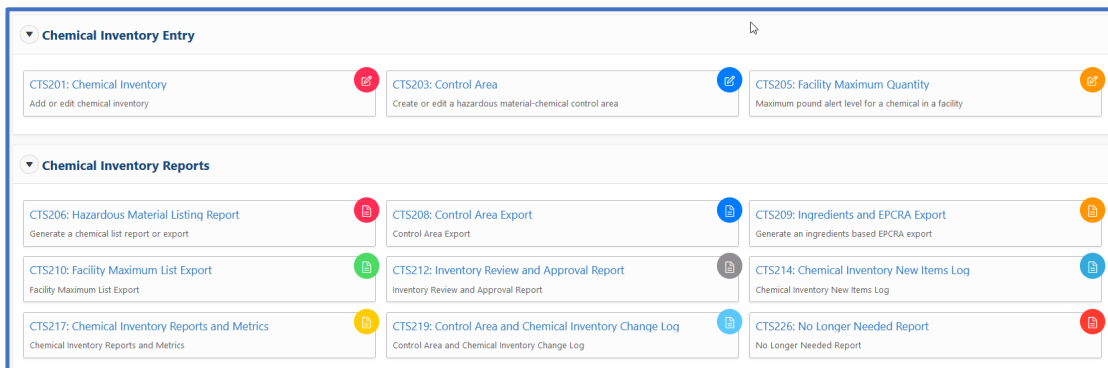
The CTS HMIS modules can be accessed by clicking on the **HMIS** tab.

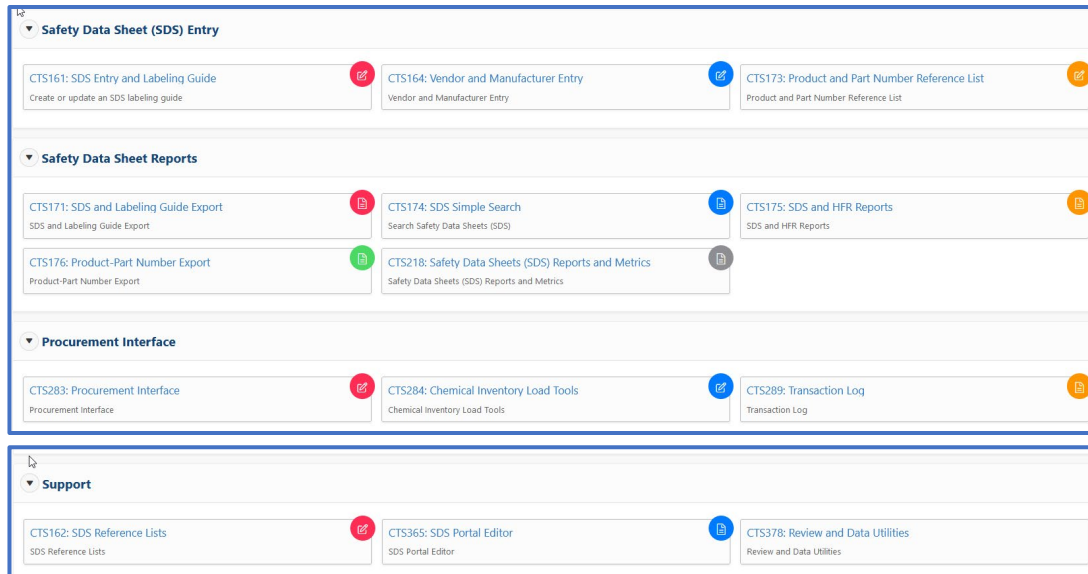


HMIS can also be accessed via the **HMIS** button.



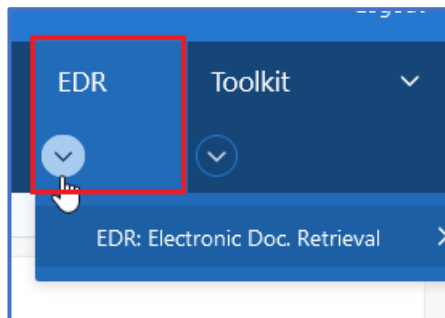
## HMIS Modules



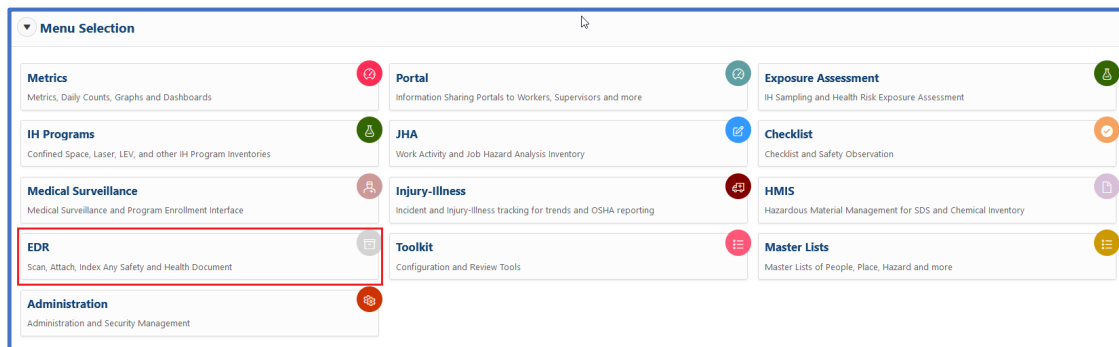


## EDR

The CTS EDR modules can be accessed by clicking on the **EDR** tab.

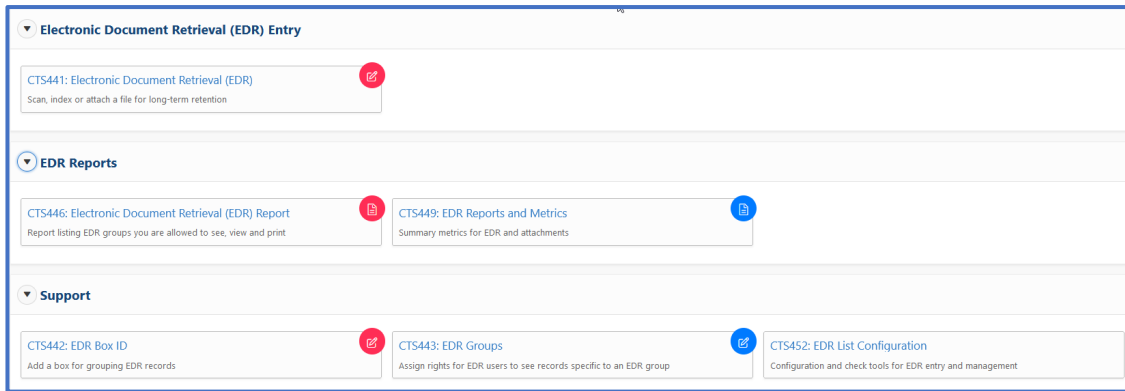


EDR can also be accessed via the **EDR** button.



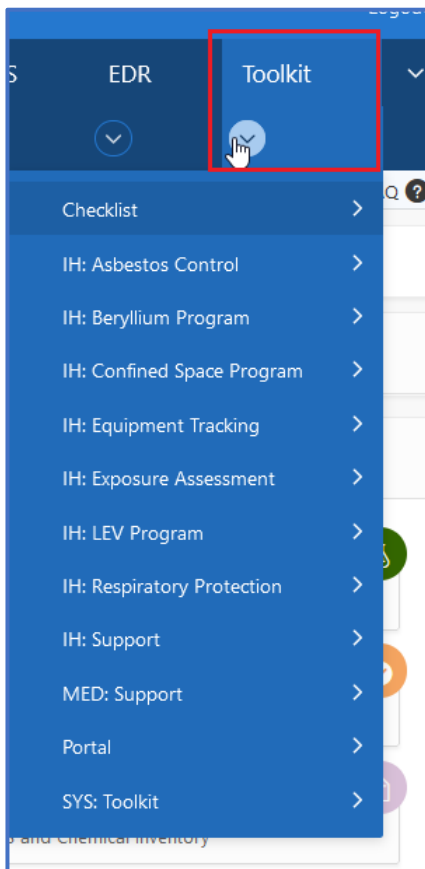


## EDR Modules

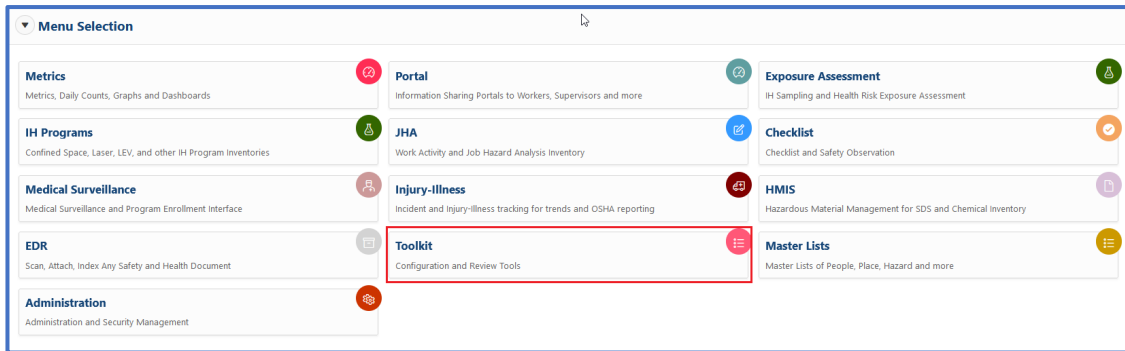


## Toolkit

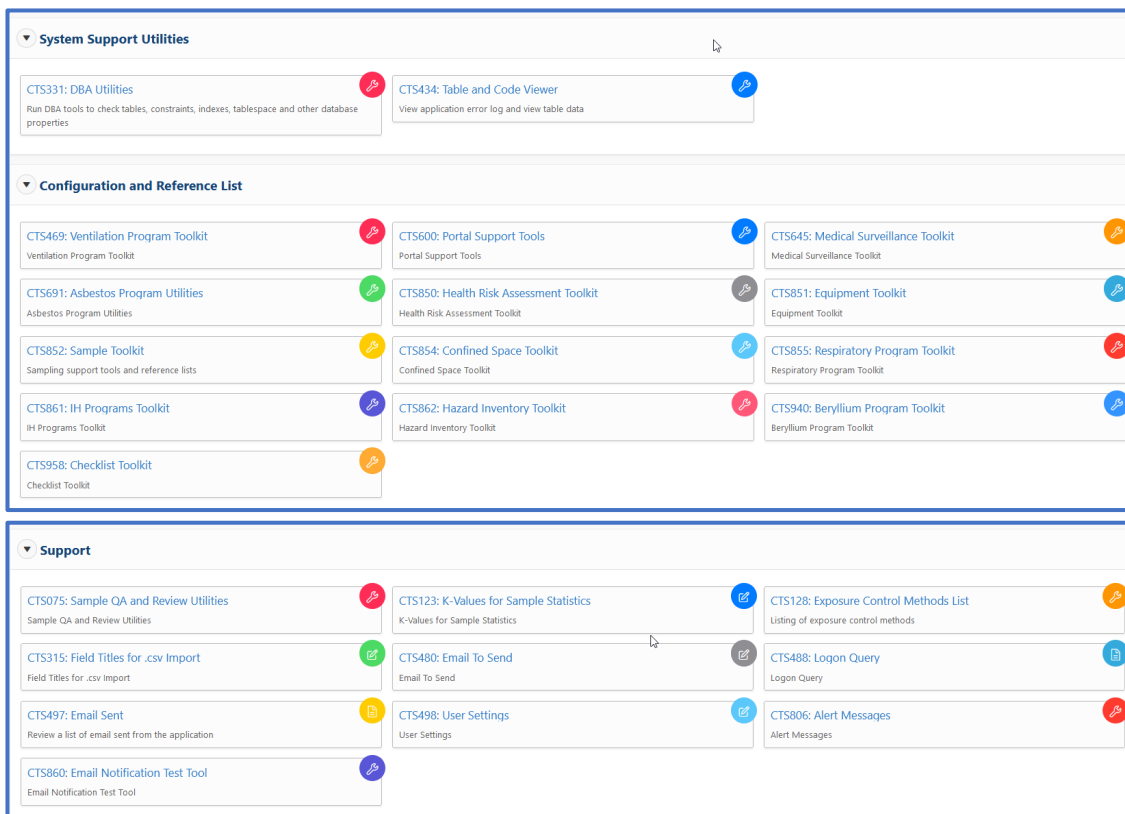
The CTS TOOLKIT modules can be accessed by clicking on the **TOOLKIT** tab.



TOOLKIT can also be accessed via the **TOOLKIT** button.

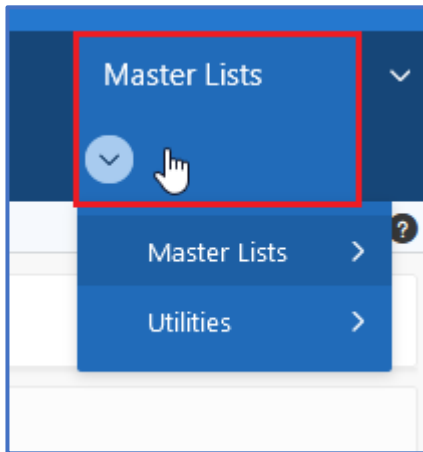


### TOOLKIT Modules

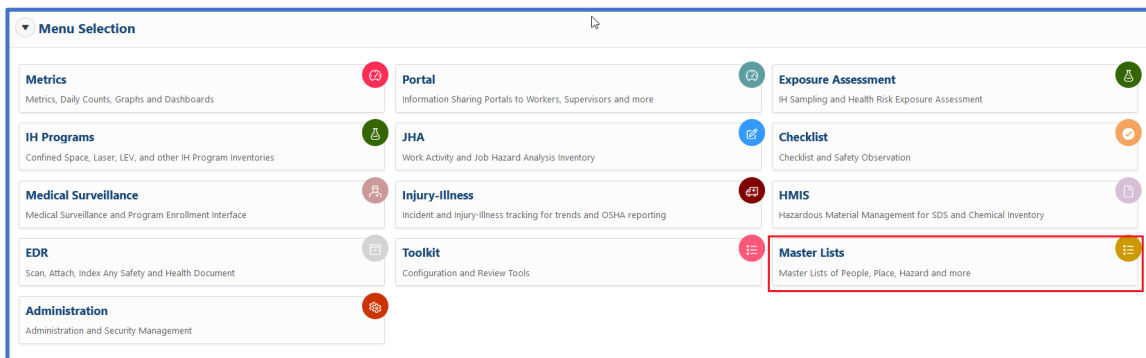


# Master Lists

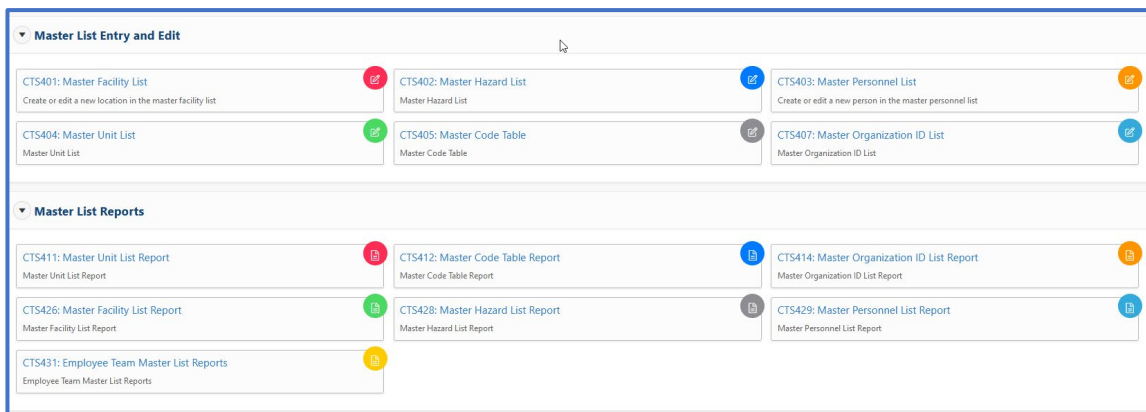
The CTS MASTER LISTS modules can be accessed by clicking on the **MASTER LISTS** tab.

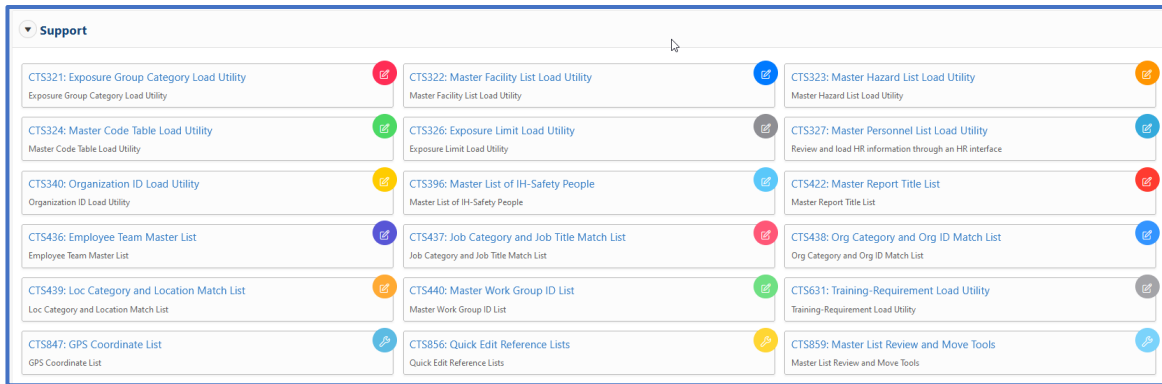


MASTER LISTS can also be accessed via the **MASTER LISTS** button.



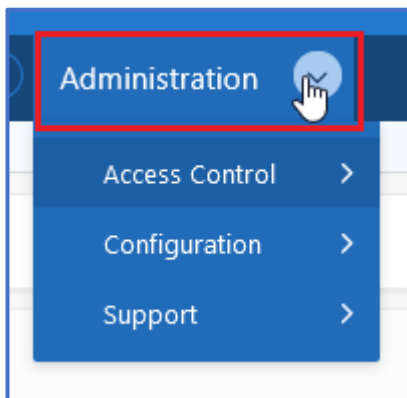
## MASTER LISTS Modules



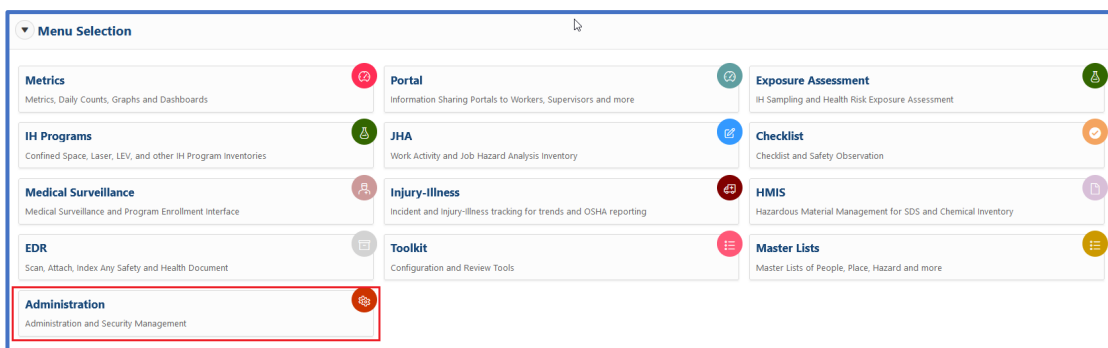


## Administration

The CTS ADMINISTRATION modules can be accessed by clicking on the **ADMINISTRATION** tab.



ADMINISTRATION can also be accessed via the **ADMINISTRATION** button.



### ADMINISTRATION Modules

The screenshot displays a grid of administrative modules categorized into three sections:

- Administration and Configuration:**
  - CTS478: Menu List (Review and reset application features menu descriptions)
  - CTS479: View Item Usage (Log of items accessed by user when item tracking is enabled)
- Security and Menu Assignments:**
  - CTS481: Access Control By Person (Add or update the features by individual users)
  - CTS486: Access Control Report (Reports user features and flags by user and role)
  - CTS495: Assign Delegates For Others (Assign delegates for yourself or other users)
  - CTS499: Access Control By Role (Create or update a role and assign a user list)
- Support:**
  - CTS476: CTS Help Tickets (Create or edit a CTS help ticket for tracking to closure)
  - CTS477: Unlock User Oracle Account (Unlock User Oracle Account)
  - CTS484: Configuration Option Select (Review or adjust system configuration settings)
  - CTS985: System Reporting and Feature Images (System Reporting and Feature Images)
  - CTS994: Frequently Asked Questions (FAQ) (Frequently Asked Questions (FAQ))
  - CTS997: Review and Data Utilities (Review and Data Utilities)

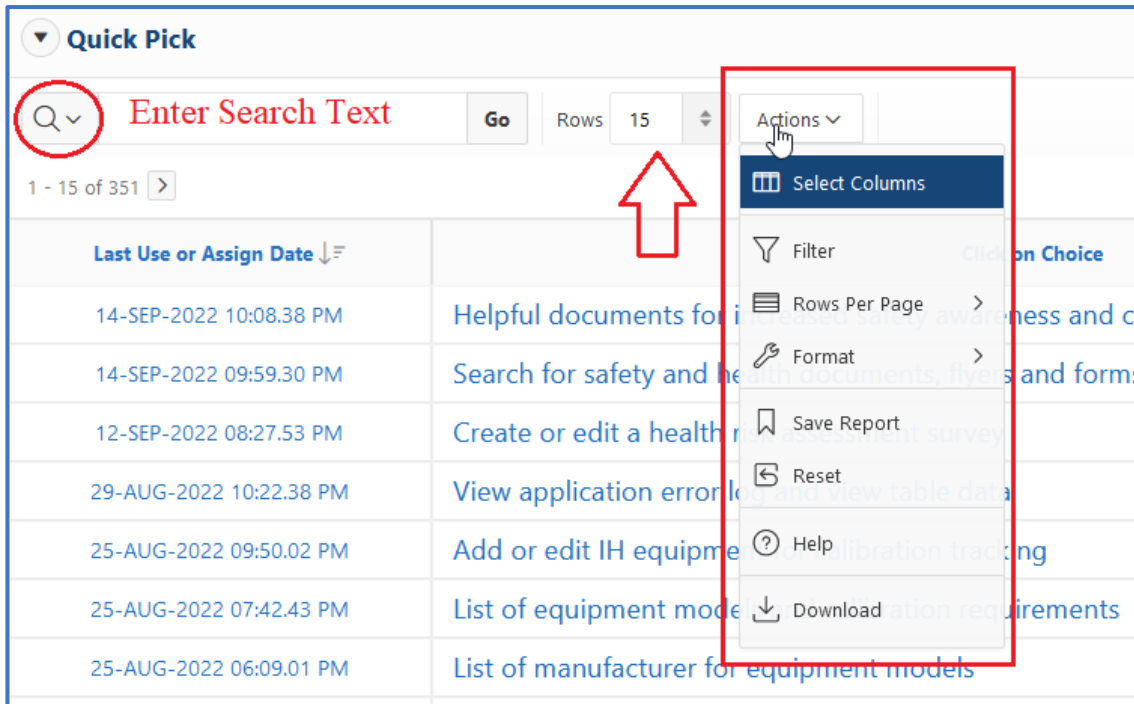
### Quick Pick

Quick Pick submenu is located at the bottom of each menu page. This feature lists the modules a user has used. Click on any entry to return to its module immediately.

The screenshot shows the 'Quick Pick' submenu with a table of recently used modules. A red box highlights the 'Quick Pick' header, and a red arrow points to the 'Click on Choice' column.

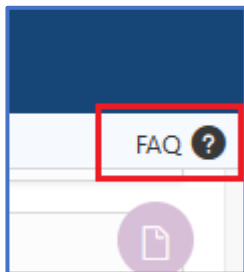
| Last Use or Assign Date | Click on Choice  | Feature | Menu                |
|-------------------------|--|---------|---------------------|
| 14-SEP-2022 10:08.38 PM | Helpful documents for increased safety awareness and culture | CTS777  | Portal              |
| 14-SEP-2022 09:59.30 PM | Search for safety and health documents, flyers and forms     | CTS780  | Portal              |
| 12-SEP-2022 08:27.53 PM | Create or edit a health risk assessment survey               | CTS081  | Exposure Assessment |
| 29-AUG-2022 10:22.38 PM | View application error log and view table data               | CTS434  | Toolkit             |

A user also has the capability to search, filter, and customize rows displayed.

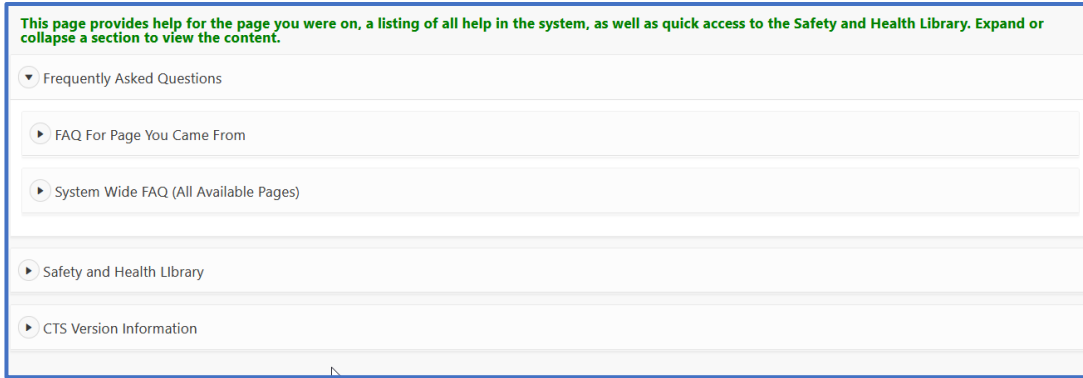


## FAQ

The **FAQ** (Frequently Asked Questions) button allows users access to popular questions regarding the modules.

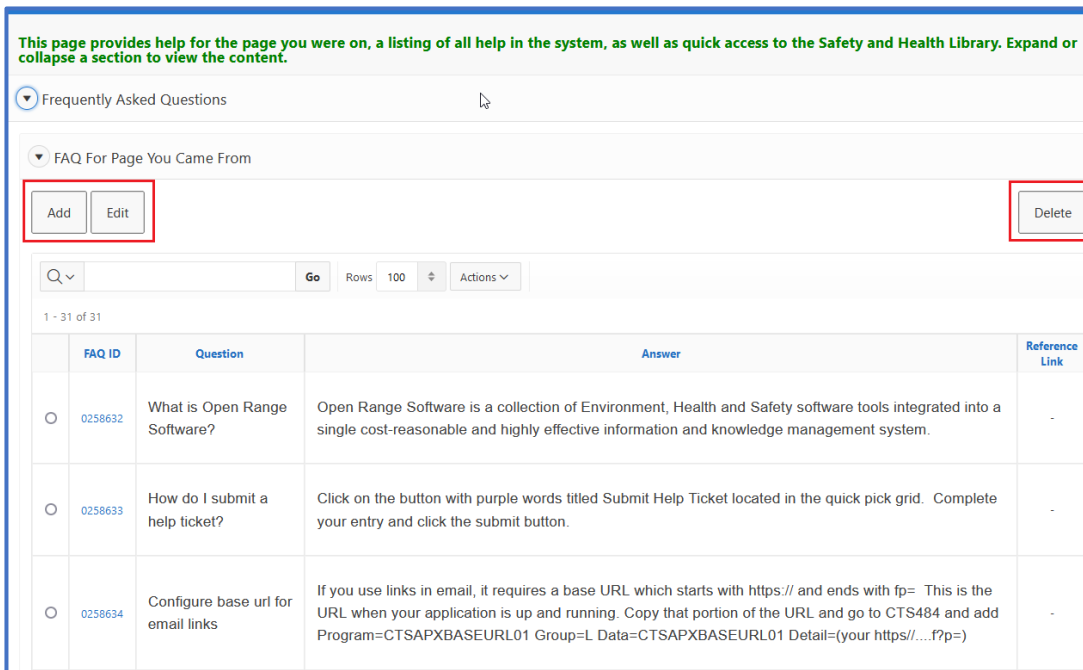


The submenus contain *FAQ For Page You Came From* and *System Wide FAQ (All Available Pages)*. This page also displays the *Safety and Health Library* and *CTS Version Information*.



Expand submenus to view content.

If role permissions allow, questions can be added, edited, or deleted.



Close browser tab when finished viewing FAQ page.

## Expand/Collapse

Clicking the submenu arrow allows a user to expand or collapse module section in and out of view.

